

BOCC APPROVAL OCTOBER 25, 2023
BOARD OF BIDS AND CONTRACTS OCTOBER 19, 2023

3. ON-CALL MAILING SERVICES –VARIOUS DEPARTMENTS
FUNDING – VARIOUS DEPARTMENTS
(Request sent to 138 vendors)

RFP #23-0021 Contract																									
A. B. Data, Ltd.				Broadstroke, Inc.				Docuplex, Inc.				Mail Services LLC dba Mail Communications Group				The Master's Touch, LLC				Oklahoma Acquisitions dba SSI Cards, Marketing and Direct Mail					
With Return Envelopes				With Return Envelopes				With Return Envelopes				With Return Envelopes				With Return Envelopes				Advance Voting Flyer					
Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Quantity	Unit Price	Extended Price			
1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided						
1 page	0.2030	0.2469	0.2105	0.2977	1 page	0.1400	0.1550	0.1600	0.1950	1 page	0.1670	0.1860	0.1910	0.2300	1 page	0.1440	0.1590	0.1710	0.1910	1 page	0.1420	0.1440	0.1440	0.1460	Estimated postage at \$0.267 per mailer is included in the price above. This also includes informed delivery.
2 pages	0.2469	0.2469	0.2619	0.4363	2 pages	0.1740	0.2040	0.2140	0.2840	2 pages	0.1780	0.1970	0.2110	0.2600	2 pages	0.1900	0.2140	0.2340	0.2660	2 pages	0.1750	0.1770	0.1770	0.1790	
3 pages	0.2908	0.2908	0.3133	0.5749	3 pages	0.2080	0.2530	0.2680	0.3730	3 pages	0.1890	0.2010	0.2310	0.2900	3 pages	0.2420	0.2780	0.3080	0.3560	3 pages	0.2080	0.2100	0.2100	0.2120	
4 pages	0.3348	0.3348	0.3647	0.5749	4 pages	0.2420	0.3020	0.3510	0.4620	4 pages	0.2000	0.2120	0.2510	0.3100	4 pages	0.2940	0.3420	0.3820	0.4460	4 pages	0.2410	0.2430	0.2430	0.2450	
5 pages	0.3787	0.3787	0.4161	0.7135	5 pages	0.2760	0.3510	0.3760	0.5510	5 pages	0.2110	0.2230	0.2710	0.3400	5 pages	0.3460	0.4060	0.4560	0.5360	5 pages	0.2740	0.2760	0.2760	0.2780	
6 pages & over	0.5105	0.5105	0.5703	1.2680	6 pages & over	0.3520	0.4420	0.4650	0.7100	6 pages & over	0.2220	0.2340	0.2910	0.3700	6 pages & over	0.3980	0.4700	0.5300	0.6260	6 pages & over	0.3070	0.3090	0.3090	0.3110	
Without Return Envelopes				Without Return Envelopes				Without Return Envelopes				Without Return Envelopes				Without Return Envelopes				Advance Voting Card					
Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Quantity	Unit Price	Extended Price			
1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided						
1 page	0.1751	0.2190	0.2340	0.2977	1 page	0.1150	0.1300	0.1350	0.1700	1 page	0.1200	0.1340	0.1430	0.1860	1 page	0.1200	0.1350	0.1470	0.1670	1 page	0.1120	0.1140	0.1140	0.1160	Estimated postage at \$0.267 per mailer is included in the price above. This also includes informed delivery.
2 pages	0.2849	0.3348	0.3368	0.4084	2 pages	0.1490	0.1790	0.1890	0.2590	2 pages	0.1310	0.1450	0.1630	0.2160	2 pages	0.1660	0.1900	0.2100	0.2420	2 pages	0.1450	0.1470	0.1470	0.1490	
3 pages	0.3289	0.3947	0.4396	0.5749	3 pages	0.1830	0.2280	0.2430	0.3480	3 pages	0.1420	0.1560	0.1830	0.2460	3 pages	0.2180	0.2540	0.2840	0.3320	3 pages	0.1780	0.1800	0.1800	0.1820	
4 pages	0.3421	0.4826	0.5424	0.6856	4 pages	0.2170	0.2770	0.2970	0.4370	4 pages	0.1530	0.1670	0.2030	0.2760	4 pages	0.2700	0.3180	0.3580	0.4220	4 pages	0.2110	0.2130	0.2130	0.2150	
5 pages	0.3860	0.5705	0.6452	0.8522	5 pages	0.2510	0.3260	0.3510	0.5260	5 pages	0.1640	0.1780	0.2230	0.3060	5 pages	0.3220	0.3820	0.4320	0.5120	5 pages	0.2440	0.2460	0.2460	0.2480	
6 pages & over	0.5105	0.8340	0.9536	1.2401	6 pages & over	0.3270	0.4170	0.4400	0.6850	6 pages & over	0.1750	0.1890	0.2430	0.3360	6 pages & over	0.3740	0.4460	0.5060	0.6020	6 pages & over	0.2770	0.2790	0.2790	0.2810	
With 1/3 Page Inserts and Return Envelope				With 1/3 Page Inserts and Return Envelope				With 1/3 Page Inserts and Return Envelope				With 1/3 Page Inserts and Return Envelope				With 1/3 Page Inserts and Return Envelope				Advance Voting Flyer					
Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Quantity	Unit Price	Extended Price			
1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided	1 Sided	2 Sided						
1 page	0.2030	0.2775	0.2619	0.2977	1 page	0.1550	0.1700	0.1750	0.2100	1 page	0.1880	0.2060	0.2120	0.2540	1 page	0.1670	0.1820	0.1940	0.2140	1 page	0.1570	0.1590	0.1590	0.1610	This price includes importing the provided address list, NCOA, tab(2), inkjet, and mail with informed delivery. Postage is not included in the price above and would be an additional cost. Current Presort Standard letter rates from range from \$0.30 - \$0.36 ca.
2 pages	0.2950	0.3348	0.3647	0.4363	2 pages	0.1890	0.2190	0.2290	0.2990	2 pages	0.1990	0.2170	0.2320	0.2840	2 pages	0.2130	0.2370	0.2570	0.2890	2 pages	0.1900	0.1820	0.1820	0.1840	
3 pages	0.3389	0.4226	0.4675	0.5749	3 pages	0.2230	0.2680	0.2830	0.3880	3 pages	0.2100	0.2210	0.2520	0.3140	3 pages	0.2650	0.3010	0.3310	0.3790	3 pages	0.2230	0.2250	0.2250	0.2270	
4 pages	0.3348	0.5105	0.5703	0.7135	4 pages	0.2570	0.3170	0.3370	0.4770	4 pages	0.2210	0.2320	0.2720	0.3440	4 pages	0.3170	0.3650	0.4050	0.4690	4 pages	0.2560	0.2580	0.2580	0.2600	
5 pages	0.3787	0.5984	0.6731	0.8522	5 pages	0.2910	0.3660	0.3910	0.5660	5 pages	0.2320	0.2430	0.2920	0.3740	5 pages	0.3690	0.4290	0.4790	0.5590	5 pages	0.2890	0.2910	0.2910	0.2930	
6 pages & over	0.5410	0.8619	0.9815	1.2680	6 pages & over	0.3670	0.464	0.489	0.7500	6 pages & over	0.2430	0.2540	0.3120	0.4040	6 pages & over	0.4210	0.4930	0.5530	0.6490	6 pages & over	0.3220	0.3240	0.3240	0.3260	
With 1/3 Page Inserts and No Return Envelope				With 1/3 Page Inserts and No Return Envelope				With 1/3 Page Inserts and No Return Envelope				With 1/3 Page Inserts and No Return Envelope				With 1/3 Page Inserts and No Return Envelope				Advance Voting Card					
Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Black & White		Color		Quantity	Unit Price	Extended Price			
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1 page	0.1751	0.2190	0.2340	0.2977	1 page	0.1300	0.1450	0.1500	0.1850	1 page	0.1410	0.1590	0.1640	0.2070	1 page	0.1430	0.1580	0.1700	0.1900	1 page	0.1240	0.1260	0.1260	0.1280	This price includes importing the provided address list, NCOA, inkjet, and mail with informed delivery. Current Presort Standard letter rates from range from \$0.30 - \$0.36 ca.
2 pages	0.2849	0.3348	0.3368	0.4084	2 pages	0.1640	0.1940	0.2040	0.2740	2 pages	0.1520	0.1700	0.1840	0.2370	2 pages	0.1890	0.2130	0.2330	0.2650	2 pages	0.1570	0.1590	0.1590	0.1610	
3 pages	0.3289	0.3947	0.4396	0.5749	3 pages	0.1980	0.2430	0.2580	0.3630	3 pages	0.1630	0.1810	0.2040	0.2670	3 pages	0.2410	0.2770	0.3070	0.3550	3 pages	0.1900	0.1920	0.1940	0.1960	
4 pages	0.3421	0.4826	0.5424	0.6856	4 pages	0.2320	0.2920	0.3120	0.4520	4 pages	0.1740	0.1920	0.2240	0.2970	4 pages	0.2930	0.3410	0.3810	0.4450	4 pages	0.2230	0.2250	0.2270	0.2290	
5 pages	0.3860	0.5705	0.6452	0.8522	5 pages	0.2660	0.3410	0.3660	0.5410	5 pages	0.1850	0.2030	0.2440	0.3270	5 pages	0.3450	0.4050	0.4550	0.5350	5 pages	0.2560	0.2580	0.2600	0.2620	
6 pages & over	0.5105	0.8340	0.9536	1.2401	6 pages & over	0.342	0.439	0.464	0.725	6 pages & over	0.1960	0.2140	0.2640	0.3570	6 pages & over	0.3970	0.4690	0.5290	0.6250	6 pages & over	0.2890	0.2910	0.2930	0.2950	

A.B. Data, Ltd.		Broadstroke, Inc.		Docuplex, Inc.		Mail Services LLC dba Mail Communications Group		The Master's Touch, LLC		Valley Print Logistics	
Additional Costs		Additional Costs		Additional Costs		Additional Costs		Additional Costs		Additional Costs	
Electronic Mailing Fee	Would not provide Price	Electronic Mailing Fee	\$195.00 per job / \$0.007 per email	Electronic Mailing Fee	Not set up for Electronic at this time	Electronic Mailing Fee	\$0.12/email	Electronic Mailing Fee	\$0.17 per parcel/image	Electronic Mailing Fee	-
Informed Delivery Fee	Would not provide Price	Informed Delivery Fee	\$195.00 per job	Informed Delivery Fee	Included	Informed Delivery Fee (flat fee for setup)	\$250.00	Informed Delivery Fee	\$200.00/Mailing	Informed Delivery Fee	Included
Automated Sort - Commingle Flat Fee	\$40.00/M, dependent on qty's & freq A.B. Data does not have a Flat fee for this service	Automated Sort - Commingle Flat Fee	\$0.00	Automated Sort - Commingle Flat Fee	Included	Automated Sort - Commingle Flat Fee	Included in statement cost	Automated Sort - Commingle Flat Fee	No Charge	Automated Sort - Commingle Flat Fee	-
Parcel Processing Fee	-	Parcel Processing Fee	\$0.00 - See notes for Flats & Box	Parcel Processing Fee	-	Parcel Insert/Processing Fee	\$0.60	Parcel Processing Fee	No Charge	Parcel Processing Fee	-
Full Service Fee- First Class	NCOA \$4.00/M or \$450.00 min. and CASS, Presort \$5.00/M or \$250.00 min.	Full Service Fee- First Class	\$0.00 - See postage rates	Full Service Fee- First Class	Included	Full Service Fee- First Class	\$0.003	Full Service Fee- First Class	No Charge	Full Service Fee- First Class	-
Folding Fee for Bi-Fold/Tri-Folds	\$1.00/M w/ a \$500 min. if this is not comb. with above contracted projects.	Folding Fee for Bi-Fold/Tri-Folds	\$0.02 - see notes	Folding Fee for Bi-Fold/Tri-Folds	\$7.00/M	Folding Fee for Bi-Fold/Tri-Folds	\$0.05	Folding Fee for Bi-Fold/Tri-Folds	\$0.005 Each	Folding Fee for Bi-Fold/Tri-Folds	\$25.00 setup + \$5.00/M
Other	Custom Programming, changes during the contract term \$110.00/hour Full Project Pricing List in RFP	Other	See notes Full A-la-carte Pricing List in RFP	Other	-	IMBarcode IMVTR Tracing	No Charge	Other	Add 10% for quantities < 100,000	Other	-
						Other	Alternative Cost Proposal List in RFP				

On the recommendation of Jaimee Witmer, on behalf of various departments, Jennifer Blasi moved to **accept the proposal from Mail Services LLC dba Mail Communications Group and establish contract pricing at the rates listed above for a period of three (3) years with two (2) one (1) year options to renew.** Tim Myers seconded the motion. The motion passed three out of five with Greg Gann and Brandi Baily abstaining.

A committee comprised of Ronald Tidwell III - Appraiser's Office; Jeremy Gibbs - Treasurer's Office; Karen Bailey and Elizabeth Thornbrugh - Clerk's Office; Rick Riggs - Election Office; Corey Stokes - Central Services; and Jaimee Witmer - Purchasing, evaluated the proposal responses based on the criteria set forth in the RFP. The committee unanimously agreed to accept the proposal from Mail Services LLC dba Mail Communications Group.

Each year, more than 500,000 notifications are mailed to residents in Sedgwick County. Annual/Semi-Annual mailings include but are not limited to: Real Property Valuation Notice (February), Personal Property Valuation Notice (April), Commercial Income and Expense (June-July), Personal Property Rendition (December), Tax Statements (March, November, and December), Revenue Neutral Rate notice (August), and Advance Voting Flyer or Card (late September/early October on even years only).

Sedgwick County currently utilizes contracted mail services for certain Appraiser, Treasurer, County Clerk, and Election mailings for projects that are over 8,000 pieces. This contract will include on-call mailing services for Appraiser, Treasurer, County Clerk, and Election mailings, as well as other unique large mailings as requested by various departments. In addition, legislation has changed in regard to particular mailings done by the Treasurer, Appraiser, and Clerk, which allows for electronic mailings. Therefore, the County will also be offering that option as well, within this contract, for convenience and future potential cost savings.

Notes:
The total spend in 2022 for mailing services was \$491,421.66.

I would like to start with saying this is a proposal not a bid. Proposals are scored based on criteria set forth in the RFP. There are five (5) components to this RFP.

Component	Points
a. RFP response demonstrates understanding of project and is complete and thorough	20
b. Ability to carry out the volume of paper/electronic mailings required in the scope of work	20
c. Experience providing paper and electronic mailing services for government agencies the size of Sedgwick County	20
d. Turnaround time for mailings	20
e. Pricing	20
Total Points	100

Questions and Answers

Tim Myers: With this proposal it looks in the notes that we spent about \$491,421.66 in 2022. Is this a significant increase or would it be about the same for this contract?

Jaimee Witmer: It is really hard to say because legislation is changing every year as far as what mailings are required and how often. So it's really hard to say and with the election that's on even years only, as far as what mailings are going to be done, and it is up to the departments as well. With us wanting to go to electronic I'm not sure. I do know that when we talked to the vendor they did say the first year would be basically data collection for the electronics to try and get emails for the people to have options to opt-in to go that route. So I imagine it will be similar to that as far as that goes and maybe a little bit higher if we are doing more mailings or as prices have obviously gone up a little bit. I'd say that's pretty reasonable to say that.

Russell Leeds: So committee evaluated all of these proposals. The prices vary, some of them dramatically, depending on how many pages and what color, that's a lot of math and I have no idea how many colored copies, how many multiple copies. During the course of that analysis do we believe that we selected Mail Services LLC because 1) they met the criteria of the RFP and 2) we believe they will be economical based on their overall pricing? Are they the best selection based on the total analysis?

Jaimee Witmer: Since this is a proposal, price isn't the deciding factor and it's only scored for twenty points out of a hundred. That is one of the many factors and they were scored on the other components as well. They were all scored on pricing and with that being said, I don't know if they were the lowest on pricing but with the other scoring of how they did in the components, they were the highest scoring overall based on everything else. That's how they were awarded this contract.

Russell Leeds: So they were the best selection?

Jaimee Witmer: Yes.

Jennifer Blasi: Have we used this vendor before?

Jaimee Witmer: Yes. They are our current vendor contracted and we've used them for several years.

Jennifer Blasi: No issues?

Jaimee Witmer: No.